



The Carlsbad Recreation Department currently has an opening for a

## **RECREATION LEADER– SPECIAL EVENTS**

**Leo Carrillo Ranch Historic Park**

**\$9.00 - \$13.00 per hour**

**(Depending on qualifications and previous experience)**



### **Definition**

Under general supervision, performs special event assistance and/or supervision at the Leo Carrillo Ranch Historic Park. Has primary responsibility for the Ranch during evening hours on weekends during scheduled special events.

### **Examples of Duties**

Performs facility set-ups and tear-downs; Oversees activities at special events; Performs basic custodial duties as needed; Enforces community park rules under the municipal code; Administers simple first-aid as needed; Provides staff support for special events; Responsible for proper opening and closing of buildings, including locks, alarms, etc.; See that buildings and grounds are clean and well maintained; Perform related duties and responsibilities as assigned.

### **Knowledge of:**

Knowledge of the basic philosophy of recreation; Principles and procedures of record keeping; Basic mathematical principles; Basic first aid methods and techniques; Safety precautions and procedures.

### **Skill to:**

Operate modern office equipment, including a computer. Drive a motor vehicle.

### **Ability to:**

Maintain accurate records; Plan and organize work to meet schedules and timelines; Understand and follow oral and written instructions; Communicate clearly and concisely, both orally and in writing; Establish, maintain, and foster positive working relationships with those contacted in the course of work; Ability to evaluate emergency situations and act decisively to resolve them

### **Experience/Education:**

Education – Must have completed high school curriculum at the tenth grade level. Possession of a high school diploma or G.E.D is preferred.

### **License or Certificate:**

Possession of a valid Class C California Driver's License.

### **Special Requirements:**

Must have had experience working with the public.

### **Essential duties require the following physical skills and work environment:**

Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, and lift 50 lbs.; exposure to outdoors; ability to travel to different sites and locations.

### **Special Conditions:**

Must be available to work flexible schedule on weekend nights (Friday, Saturday, and Sunday), and holidays; must provide own transportation; must meet the State of California Tuberculosis test requirements; must have valid California State Drivers License and be over 16 years of age.

**\*Part-time employee cannot exceed 1,000 total hours worked in one fiscal year.**

**APPLICATION PROCEDURE** – APPLY AT THE LEO CARRILLO RANCH HISTORIC PARK, 6200 FLYING LC LANE, CARLSBAD, OR ONLINE at <http://www.ci.carlsbad.ca.us>, **DEADLINE: OPEN UNTIL FILLED**. CANDIDATES MOST QUALIFIED WILL BE GRANTED AN INTERVIEW. FOR MORE INFORMATION: CONTACT Charles Balteria at, (760) 476-1042, or via email at [cbalt@ci.carlsbad.ca.us](mailto:cbalt@ci.carlsbad.ca.us).

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